

## **Career Development Assistants**

The Career Development Office within the Student Success Center is looking to fill four student staff positions, to work 10-20 hours/week, based on your school schedule and preference. Our office is open 8am-5pm, Monday to Friday. The position begins late August 2017.

### **1. Front Desk (2 positions available)**

The Career Development office is seeking student employees to provide technical support to the K-State Business Career Development programs: Professional Advantage Certification, Career Coach, and Executive Mentor. The programs engage alumni and corporate partners to provide professional development opportunities for students in the College of Business. This role will mainly manage the program email account, scan attendees at events, answer calls, and make appointments for six full-time staff members. Additionally, as a member of the Career Development team, this individual will assist with other Career Development events and activities as needed. Applicants must have strong written and oral communication skills, excellent attention to detail, an interest in supporting career development, and high professional standards.

### **2. Executive Mentor Program/College of Business Connect**

The Career Development office is seeking one student employee to work specifically with the Executive Mentor Program and College of Business Connect. In coordination with the program director, this individual will be responsible for conducting program information sessions and orientations, reviewing student applications, assisting students in the mentor selection process, monitoring the program email account, and providing support for program marketing and events. Additionally, as a member of the Career Development team, this individual will assist with other Career Development events and activities as needed. Applicants must have strong written and oral communication skills, excellent attention to detail, an interest in supporting mentoring relationships, and high professional standards.

### **3. Event Planning**

The Career Development office is seeking one student employee to work as an event-planning assistant. In coordination with the program manager, this individual will be responsible for: data entry into event management systems, serving as a point of contact for visiting employers and guest speakers, assisting with in-person events, event scheduling, and other related tasks. Additionally, as a member of the Career Development team, this individual will assist with other Career Development events and activities as needed. Applicants must have strong written and oral communication skills, excellent attention to detail, an interest in event planning and/or data management, and high professional standards.

If interested in applying, please fill out the online application by following the link below.

[https://kstate.qualtrics.com/SE/?SID=SV\\_2atVsQAke8wcSXz](https://kstate.qualtrics.com/SE/?SID=SV_2atVsQAke8wcSXz)

Applications are due by 5pm on Friday, March 31, 2017

For more information, please contact Myranda Kimble, Professional Development Advisor, at [myranda@ksu.edu](mailto:myranda@ksu.edu)